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**(separate Risk Assessment policy created)**  
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**This policy applies to the whole school including EYFS**

## Contents

Section 1 - Health and Safety Policy.....	3
General statement.....	3
Introduction.....	4
Section 2 - Organisation and responsibilities.....	5
Introduction.....	5
Responsibilities.....	5
Section 3 - Training.....	11
Introduction.....	11
Legislation.....	11
Policy.....	11
Section 4 - Alphabetic list of health and safety policies and procedures.....	13
Accident, incident and near miss recording and reporting.....	14
Adverse weather conditions.....	16
Asbestos.....	17
Contractors.....	19
Control of substances hazardous to health (COSHH).....	21
Display screen equipment policy.....	23
Dogs on site.....	25
Drivers (Sixth Form).....	26
Electricity.....	27
Expectant and new mothers.....	29
Fire Risk (Prevention) Policy.....	31
First Aid.....	34
Gas Safety.....	35
Lettings Policy.....	36
Lone working.....	37
Manual handling operations.....	39
'Out of bounds' areas in buildings and grounds.....	41
School transport.....	42
School visits.....	45
Security.....	46
Stress.....	51
Swimming Pool.....	52

Traffic separation in the school .....	53
Water - control of supply and legionella policy .....	54
Welfare .....	57
Working at height.....	58

# Section 1 - Health and Safety Policy

## General statement

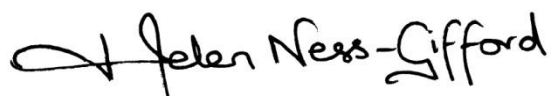
1. It is mandatory that Pipers Corner School (hereafter referred to as “the School”) comply with the Health and Safety at Work etc. Act 1974 and associated legislation, including the Management of Health and Safety at Work Regulations 1999, in order to provide and maintain a healthy and safe working environment. The School also endeavours to keep its strategy, policies and procedures up to date in accordance with the latest advice from the Health and Safety Executive and other enforcing authorities.
2. All members of staff and students will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
3. The School recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
4. While the management of the School will do all that is within its powers to ensure the health and safety of its employees, it recognises and requires that health and safety at work is the responsibility of each and every individual associated with the School. It is the duty of all members of staff, visitors and contractors to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.
5. The School will provide staff with the training necessary to carry out their tasks safely. However, if a member of staff is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is that person's duty to report this to their line manager. An effective health and safety programme requires continuous communication between members of staff at all levels. It is therefore every member of staff's responsibility to report immediately any situation which could jeopardise the well-being of him or herself or any other person.
6. The School will make available such finances and resources as are deemed reasonable and feasible to implement this policy.
7. All injuries, however small, sustained by a person at work must be reported to the School Nurses and the Bursar. Accident, Incident and Near Miss records are crucial to the effective monitoring and revision of this policy and must therefore be accurate and comprehensive.
8. The School recognises the criminal, civil and moral need to ensure that all employees adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate or negligent disregard for the Health and Safety Policy. The Bursar is responsible for ensuring that appropriate statutory reporting, including Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR) when appropriate, is carried out.
9. The School's Health and Safety Policy will be regularly monitored and updated, particularly when changes in regulation or in the scale and nature of operations occur. The Policy will be formally reviewed each year. The specific arrangements for implementation of the Policy and the personnel responsible are detailed in the Health and Safety Manual.

## Introduction

### A message to all staff from the Headmistress

It is clear that this is a crucial document for you to read, know and understand, both on a personal and professional level. Why? Firstly, because you are responsible not only for your own health and safety but also for the health and safety of the students in our care and of our visitors. Secondly, because the school has an obligation to you regarding your health and safety at work and we take this responsibility very seriously.

The reputation of “health and safety” suffers from well-publicised extremes (not playing conkers in the playground springs to mind) but I can assure you the School’s failure to take sensible precautions and take sensible risks keeps me awake at night as much as any other aspect of running this wonderful school. This doesn’t mean wrapping our students in cotton wool – they must take sensible risks in life and learn from their mistakes. Minor cuts and scratches are all part of growing up. What we must identify are those situations that could cause significant harm and put measures in place to avoid them. In this regard, health and safety is a complex and demanding part of your personal responsibilities and, in order to ensure that we collectively deliver a sensible, practical, safe and healthy environment, I commend this manual to you. Please take the time to read it carefully, to seek clarification from the relevant people if you have any problems or questions and then to act upon the policies, procedures and recommendations held within it.

A handwritten signature in black ink that reads "Helen Ness-Gifford". The signature is written in a cursive style with a large, stylized initial 'H'.

Helen Ness-Gifford  
Headmistress

## Section 2 - Organisation and responsibilities

### Introduction

1. The structure of Health and Safety Management at Pipers Corner is shown on the diagram at the end of this section. The Governors bear ultimate responsibility for Health and Safety and day to day responsibilities are delegated through the Headmistress to the Bursar and Heads of Department.
2. Whilst all aspects of Health and Safety remain a management responsibility, a safe and healthy workplace can only be achieved with the full co-operation of every member of staff. Staff must act responsibly and do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; students, parents and visitors.
3. A briefing on Health and Safety forms part of the School's induction programme and a copy of the Health and Safety Manual is available to all employees. All staff must read the Health and Safety Manual annually and confirm in writing that they have done so.
4. In order to achieve the aims and objectives of the Health and Safety Policy, relevant matters and issues will be regularly reviewed at SLT and at Governors' meetings.

### Responsibilities

5. **The School's Governors.** The School's Governors, acting on behalf of Pipers Corner School as a legal entity, are ultimately responsible for ensuring effective management of health and safety within the School and they attach the utmost importance to the safety, health and welfare of the employees. They liaise with both the Headmistress and Bursar on health and safety matters and regularly monitor this policy to ensure that it is being correctly implemented and that it remains effective. Where necessary, they will make recommendations for its revision and establish that measures are in place for the effective communication of any significant changes. A Governor has been nominated with special responsibility for the oversight of health and safety at the School.
6. The Headmistress is responsible to the Governors for the implementation of the policy, in which capacity she will:
  - a. ensure that adequate resources are available, that the policy is properly prepared, implemented throughout the School's premises and is brought to the attention of employees and students.
  - b. ensure that the policy is kept under review, so that changes and improvements are incorporated and it remains relevant to all activities.
  - c. ensure that all individuals with delegated health and safety roles are made aware of their responsibilities and that all senior management is encouraged to show leadership by good example and to be enthusiastic advocates of the policy.
  - d. monitor the effectiveness of the policy within the School and report back to the Governors as appropriate.
  - e. consult regularly with the Bursar in his role as the School's Health and Safety Officer.
  - f. recommend changes to the policy which may become necessary in the light of experience or changed circumstances.
  - g. encourage the co-operation of staff at all levels in adhering to the principles contained in this policy.
  - h. ensure that due consideration is given to the health and safety implications of any changes to the curriculum and to systems of work at the School.
7. The Bursar is the School's nominated Health and Safety Officer and is responsible for:
  - a. advising the Headmistress on all aspects of health and safety, in relation to both the School as an educational institution and as a commercial organisation.
  - b. arranging meetings of the School's Health and Safety Committee at least once per term; acting as chairman at the meetings; ensuring that all departments are represented and that copies of the

minutes and recommendations for action are communicated to the Headmistress and all appropriate interested parties.

- c. managing and advising on the assessment of risk in all departments and ensuring that a common approach is adopted throughout the School.
- d. developing and maintaining a culture for the reporting of all significant incidents and ensuring that all such incidents are investigated, records made and data analysed to identify means of avoiding possible recurrence.
- e. fulfilling the role of 'responsible person' for the reporting of workplace incidents and ensuring that they are notified to the enforcing authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- f. ensuring that fire precautions and fire-fighting equipment comply with current legislation and that all staff are aware of and comply with the School's arrangements for fire precautions.
- g. ensuring that statutory test, inspection and maintenance regimes are followed.
- h. ensuring that measures are in place to establish that all organisations or individuals who are contracted to undertake work at the School are suitably qualified and competent.
- i. liaising with external organisations and individuals who may from time to time use the facilities of the School, and ensuring that appropriate action is taken to ensure they have sufficient knowledge of the School's procedures and that appropriate steps are taken to protect the School from any claims arising out of their activities.
- j. ensuring that meetings with the enforcing authority, insurers and other external influences on health and safety are suitably managed and that any consequent recommendations are actioned.
- k. liaising with the School's external health and safety advisors to ensure that the School remains aware of and compliant with current regulatory requirements.
- l. ensuring that the School is advised of changes to health and safety legislation and is kept up-to-date with best practice in health and safety management.
- m. ensuring that suitable personal protective equipment is available, issued and used where required, that it is suitably stored and efficiently maintained and that a programme is in place for its replacement.
- n. ensuring that a positive health and safety culture is actively promoted throughout the workplace.

The Bursar is assisted in fulfilling these responsibilities by the School's Health & Safety Coordinator and through the professional advice and guidance of a specialist health and safety consultant.

8. **Heads of Faculties and Departments.** Heads of Departments (including support services) are responsible for the following:

- a. Ensuring that risk assessments are committed to writing in accordance with health and safety legislation and local management arrangements and interpret policy requirements in a practical way for their departments – in the form of Departmental Handbooks for teaching departments.
- b. Ensuring that equipment necessary for the work of the faculty/department is suitable and maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.
- c. Ensuring that appropriate risk control measures, instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of and understand them.
- d. Ensuring that members of staff attached to the faculty/department are conversant with safety precautions and procedures and have received appropriate training.
- e. Reporting and investigating any accidents or near misses within the faculty/department and maintaining appropriate records.
- f. Ensure the Departmental Handbook is kept up to date and staff are kept up to date.

9. **Teachers.** Teachers are responsible for:

- a. ensuring the safety and the healthy environment of themselves and students in their care as far as is reasonably practical and in accordance with risk control measures, instructions and guidelines.
- b. ensuring proper use by students of safety equipment and protective clothing.
- c. ensuring that students are instructed in safety procedures for operations or processes involving known hazards.
- d. Keeping up to date with the applicable Departmental Handbook

- | e. initiating aid in the event of an accident and reporting accidents, incidents and near misses.
10. **Support Staff.** All support staff are required to assist their Heads of Department in the discharge of responsibilities relative to safety, health and welfare.
11. **All employees.** All employees have the responsibility to read this Health and Safety Manual, to ensure that they undertake any required or desirable training, and to be alert to health and safety hazards and ensure that such hazards are drawn to the attention of the Bursar.

## **Special Responsibilities**

### **Fire Precautions**

12. The Bursar is responsible for:
- Procuring and maintaining a suitable and sufficient fire risk assessment
  - the provision and maintenance of firefighting equipment and for fire precautions.
  - fire safety training.
  - checking that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly.
  - ensuring that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested.
  - arranging fire safety inspections whenever there are changes to the fire safety risk assessment.
13. The Deputy Head (Pastoral) is responsible for ensuring that teachers and students know the fire drill and are exercised in it at regular intervals, particularly at the beginning of each term.

### **First Aid**

14. The School Nurses are responsible for assessing the first aid requirements in accordance with the Health and Safety (First Aid) Regulations, appointment and training of first aiders and provision of first aid equipment for the use of teaching and support staff and for students. First aid boxes for each building and specifically for the kitchen, grounds and maintenance staff are to be provided at their places of work and are to be inspected at the beginning of each term. The School Nurses are to maintain a record of all accidents and of the treatment provided in each case. They are to co-ordinate the provision of First Aid facilities and notices giving the location of equipment and the names and locations of first aid personnel. They are also to maintain a current list of students with allergies, asthma and medical conditions. This information is to be available in the Medical File, copies of which are held in the Staff Room. Staff are to confirm they have read the Medical File at the start of each academic year.

### **The Orchard Pool**

15. The Estates Manager is responsible for maintenance of the pool plant and equipment and the condition of the pool. The Head of the PE Department is responsible for all aspects of safety when the swimming pool is in use by staff or students during school hours. Only PE Department staff or, where relevant, other personnel approved by the Headmistress or Bursar may supervise the swimming pool out of School hours.

### **Sports Hall**

16. The Head of the PE Department is responsible for all aspects of safety when the Sports Hall is in use by staff or students during school hours. Only PE Department staff or, where relevant, other personnel approved by the Headmistress or Bursar may supervise the Sports Hall out of school hours.

### **Arts Centre**

17. The Arts Centre Technical Theatre Manager is responsible for all aspects of safety when the Arts Centre is in use by staff or students during school hours. Only Arts Centre staff or, where relevant, other personnel approved by the Headmistress or Bursar may supervise the Arts Centre out of school hours.

### **Contractors**

18. The Bursar is responsible for evaluating the safety competence of contractors, liaison with architects, contractors and outside maintenance personnel on all aspects of Health and Safety. This responsibility is delegated to the Estates Manager for the day to day liaison with outside personnel maintaining plant and equipment and providing other maintenance and construction services.

### **School Minibus/car**

19. The Security Manager is responsible for the road-worthiness of the minibus and car. The Assistant to the Estates Manager is responsible for checking the licences of drivers and ensuring that all have been assessed for competency.

### **All Staff organising School Visits and Journeys**

20. Before setting off on a field trip, expedition, or visit, the member of staff accompanying the students must be sure that the hazards of the activity and the ability of the students have been assessed and are matched one to another. The member of staff responsible is to comply with the instructions contained in the School Visits Policy and Guidelines document. Before a school trip can take place, the Risk Assessment must be approved by the Education Visit Coordinator who will raise any concerns with the member of staff responsible for the trip immediately. Once signed off, the Risk Assessment will be available electronically for the Headmistress, Deputy Heads, School Office and visit organiser and the SLT members who have agreed to be emergency contacts for that trip.

### **Visitors**

21. Any member of staff who hosts a visitor to Pipers Corner School is responsible for the safety of that visitor while on the campus and they should adhere to the Visitors Policy.

## **Health and Safety Committee**

The Health and Safety Committee at Pipers Corner is part of the School's arrangements to protect the health, safety and welfare of employees, students, contractors and guests visiting the School. The Governing Body has established a health and safety policy for the School consistent with its legal obligations and is responsible for the direction of the policy. The Health and Safety Committee oversees its implementation. The Committee consists of:

- Health and Safety Officer/Bursar (Chairman)
- Deputy Head Pastoral
- School Nurses
- Estates Manager
- Health and Safety Co-ordinator
- Arts Centre Technical Theatre Manager
- IT Manager
- Compliance Manager
- Health and Safety Governor
- Health and Safety Consultant
- and other staff who may be co-opted

Where appropriate, the Health and Safety Committee may make recommendations to SLT and the Governors. An external Health and Safety consultant may attend meetings to provide information on legislation and to give guidance and advice. The governor with special responsibility for Health and Safety may also attend meetings. Meetings are held at least termly.

22. **Objectives.** The Committee has the following objectives:
- a. **To review and report upon the School's Health and Safety policy and procedures to ensure legal compliance:**
- To report regularly to the Governing Body on Health and Safety matters.
  - To review existing arrangements and identify areas of non-compliance.
  - To consider proposals from the academic, pastoral and support Staff relating to the establishment of new or revised policies.



- To make recommendations to SLT and Governors relating to exceptional expenditure required to meet Health and Safety requirements.
- To review accident incident and near miss and ill-health investigations, make recommendations and oversee subsequent actions.
- To review investigations of major damage to plant, equipment and vehicles, make recommendations and oversee subsequent actions.
- To ensure adequate provision of health and safety information and training to all staff and students.

**b. To monitor the effectiveness and performance of Health, Safety and Security and monitor actual results.**

This includes accident statistics, staff trained up-to-date, status of risk assessments or any activity which will assist in increasing safety awareness among all staff. These include:

- Monitoring the Health and Safety culture
- Keeping of accident/injury/near miss records
- Training levels, e.g. fire safety, first aid, manual handling
- The state and validity of risk assessments
- Any other key issue which impacts on health and safety at the School

**23. Committee Members and limits of responsibility.** Each Committee member has been appointed to cover a particular area of responsibility and has the following functions:

- To monitor and assess the state of health and safety within, but not restricted to, his or her area of interest within the School.
- To investigate complaints from staff and students concerning health and safety risks at work.
- To advise management on matters arising out of a) and b) above and on general matters affecting the health, safety and welfare of all staff and students.
- To attend meetings of the Health and Safety Committee.

The responsibility for health and safety is detailed in this Health and Safety Manual. This sets out specific responsibilities for Governors, Headmistress, SLT, Heads of Departments, Bursar, First Aiders and Employees. The appointment of Committee members in no way alters these responsibilities. The responsibility of Committee members is limited to carrying out the functions listed above in addition to their individual responsibility as an employee under the Health & Safety at Work Act (as set out in the Policy).

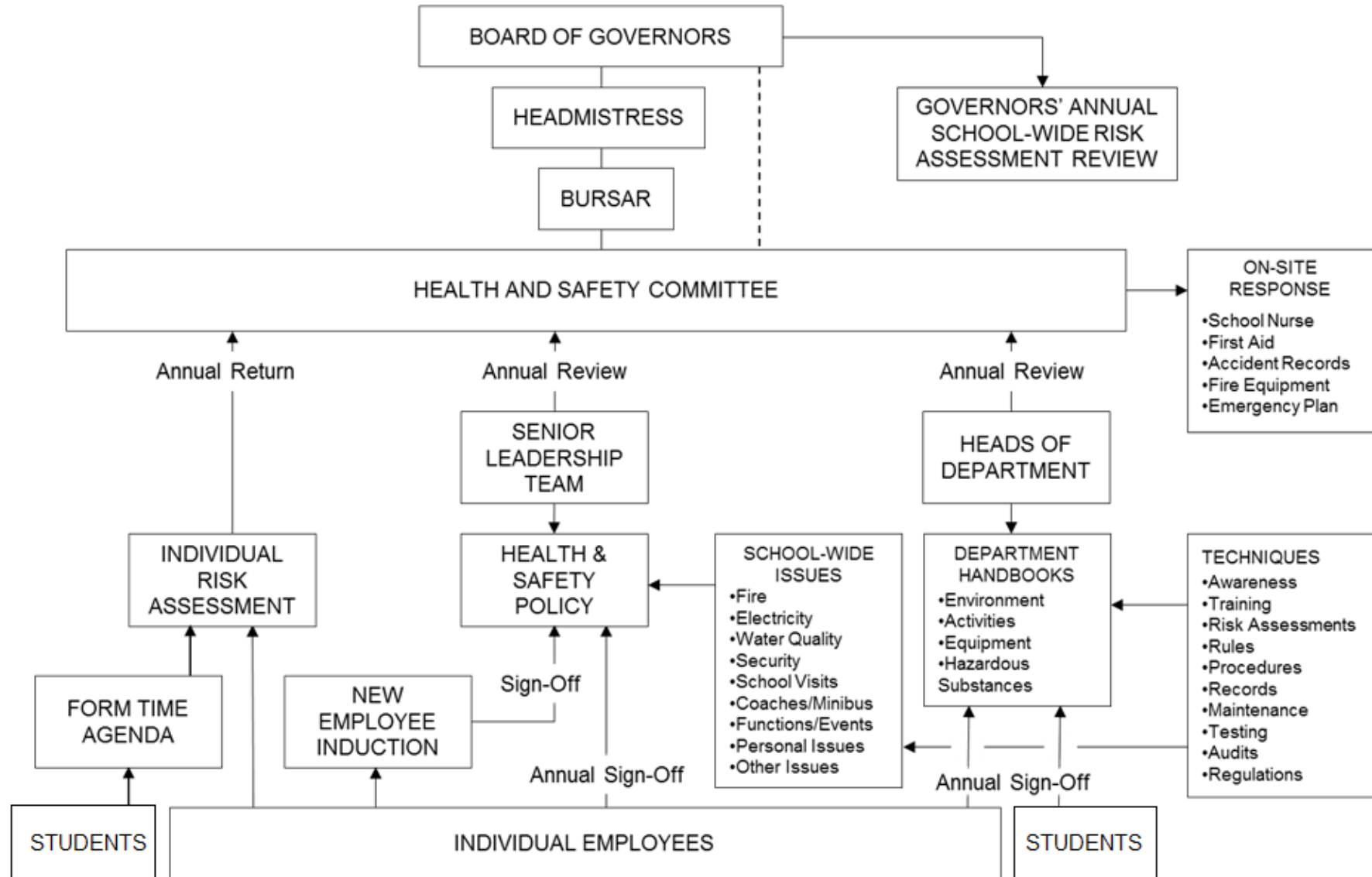
The Bursar will be responsible for the preparation and circulation of minutes. Minutes will be copied to all committee members and other relevant managers.

**24. Committee Meetings Agenda.** Specific issues to be covered should include, but not be limited to:

- Accidents and major incidents, including lessons learned
- Fire safety
- Risk Assessments
- Electrical safety
- Security – including violence
- Third party use of school facilities
- Pedestrian and vehicle safety within the school grounds
- Contractors – management
- Training
- Health and safety culture
- Special requirements for students

In addition to the above issues, the committee should review priorities where extraordinary additional funding is required and make recommendations to the Governors.

# PIPERS CORNER SCHOOL – HEALTH & SAFETY MANAGEMENT STRUCTURE



## Section 3 - Training

### Introduction

1. Pipers Corner School has a legal responsibility to instruct and train all staff on appropriate health and safety issues, including safe systems of work, in order to ensure their health, safety and welfare and that of other people affected by their work, such as students and visitors. This section sets out the School's policy for achieving this responsibility.

### Legislation

2. The primary requirement to train employees in health and safety matters is contained in Section 2(2)(c) of the Health & Safety at Work Act 1974 and in most subsequent regulations particularly the Management of Health & Safety at Work Regulations 1999 and the Health and Safety (Training for Employment) Regulations 1990.

### Policy

3. The School's policy is that all staff are competent to undertake their work. Given the range of jobs and tasks undertaken by members of staff at Pipers Corner, the training requirement for individuals will be different and therefore training will be delivered in a phased approach:
  - a. All staff will receive induction training on general health and safety matters when they start at the School.
  - b. The need for task specific health and safety training will be identified by Heads of Department and undertaken either by an appropriate individual at the School or through an external provider.
  - c. Additional or refresher training (regular or statutory) will be provided at the required interval.
  - d. Training required because of any change to tasks or equipment will be organised by the Head of Department prior to work starting on that task.

### General Training Requirement

4. **Induction Training.** Induction training is critical for new employees. The School will hold formal induction training prior to the start of every academic year covering:
  - a. School health and safety policies and where to find them.
  - b. Key health and safety issues, including first aid.
  - c. Child Protection matters.
  - d. Fire procedures.
5. The School also subscribes to interactive online training modules for the following basic critical areas of health and safety training:
  - a. Fire risk awareness
  - b. Slips, trips and falls
  - c. Manual handling
  - d. Display Screen Equipment
6. All staff are required to complete these training modules as soon as possible after they join the School and at three yearly intervals thereafter.
7. Heads of Department are responsible for identifying the need for identifying any specific health and safety training requirements for new staff in their department and for arranging its delivery.
8. **On the Job Training.** In addition to the basic induction training, 'on the job' training is to be undertaken to ensure that all employees are aware of the safe systems of working in their area. This is to be organised by Heads of Department and be appropriate to an individual's work.
9. **Regular Health and Safety Training.** The Bursar is responsible for identifying the need for any regular update or refresher health and safety training required for all staff or groups of staff and arranging for its delivery. Topics covered will depend on the priorities identified from either statutory requirement identified by the Bursar or feedback from staff. This training will be delivered either via on-line training modules, or undertaken by qualified internal staff or external experts, including the School's Health and Safety Consultant.

10. **External Training Courses.** Some health and safety training will only be available from external sources at a cost. Any requirements should be identified by line managers and courses bids should be given to the Bursar. Funding is available for such courses though this is limited and therefore bids should be made well in advance if possible.

### **Training Records**

11. It is important that all health and safety training is recorded. Heads of Department are responsible for maintaining accurate records of Health and Safety training undertaken by staff in their department and, where appropriate (i.e. individual courses) records should be kept in a member of staff's personal file. Attendance at training undertaken at the School is to be noted at the time and a list signed by those attending and the training provider. Copies of all Health and Safety training records are to be sent to the Bursar's Office.

### **Management**

12. It is important that all Heads of Departments recognise the importance of health and safety training and monitor the needs of their staff. Any issues are to be brought to the attention of the Bursar. Training matters will also be discussed at the School Health and Safety Committee on a termly basis.

## **Section 4 - Alphabetic list of health and safety policies and procedures**

Individual policies and procedures relating to health and safety are set out in alphabetic order in this section, as follows:

- Accident, incident and near miss recording and reporting
- Adverse weather
- Asbestos
- Contractors
- Control of substances hazardous to health
- Display screen equipment
- Dogs on site
- Driving (Sixth Form)
- Electricity
- Expectant and new mothers
- Fire risk (prevention) policy
- First aid
- Gas
- Lettings
- Lone working
- Manual handling
- Risky areas
- School transport
- School visits
- Security
- Stress
- Swimming pool use and maintenance
- Traffic separation
- Water
- Welfare
- Working at height

# Accident, incident and near miss recording and reporting

## Introduction

1. Pipers Corner School has legal obligations under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013” (RIDDOR) to report certain accidents, ill health and incidents to the Health and Safety Executive. Details are included later in this chapter; in some cases reporting is required immediately and others within 15 days.
2. The Bursar will arrange for such reports to be submitted using your information but in order to meet the time scales your recording/ reporting role in any situation should be carried out promptly.

## Definitions

3. An **accident** is an event that results in injury or ill health  
A **near miss** an event not causing harm, which had the potential to cause injury or ill health  
An **undesired circumstance**: a set of conditions or circumstances that have the potential to cause injury or ill health,  
A **dangerous occurrence**: one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

## What action is required?

### Staff Accident and Incident Reporting

4. Any accident, near miss, undesired circumstance or dangerous occurrence, no matter how minor must be recorded. Even if there has been no injury an investigation of these incidents can help prevent injuries. Undesired circumstances and near misses that could be relevant in prevention of future accidents should also be reported; it is from the knowledge gained from incidents and near misses that sensible preventative measures can be put in place to reduce the likelihood of accidents
5. In the event of death, a specified major injury or a dangerous occurrence (see below) the Head of Department of the injured person/property must immediately notify the Bursar as well as the Headmistress.
6. In all other cases, it is the responsibility of each employee to complete an accident report if they were involved in an accident at the School. The accident record book is kept by the School Nurses in the Surgery. See First Aid Policy.
7. Where an accident involves any other person who is not a student, employee or trainee, or visitor at the School, the most immediate member of staff present where the incident occurred is responsible for completing the accident reports. In these cases the completed report should be sent to the School Nurses within three working days of the accident.

### Student Accident Reporting

Students hurt in an accident should, as appropriate, make their way to the Surgery. Students will be accompanied depending on the nature of the accident and the age of the student. Once there, details of the accident will be recorded in the Accident Book. It is the responsibility of the School Nurses to complete the accident report.

### Accident investigation

8. Accident investigation is a separate activity to reporting. As a part of our overall procedures each accident should be investigated to determine the cause and influencing factors and to identify where improvements can be made or see if procedures need to be reviewed. The Bursar is responsible for the investigation of accidents and near misses. For major accidents, or those accidents where a serious injury could have occurred, it may be necessary to involve the Health and Safety Consultant and the school’s lawyers. All accidents are to be followed up by completing an accident investigation

report form that should be sent to the Bursar. He will discuss them at Health and Safety Committee meetings as appropriate.

9. An investigation report should include:
  - Details of injured party
  - Details of injury, damage or loss – but do not make medical assumptions unless you are trained to do so
  - What was the worst that could have happened? Could it happen again?
  - What happened? Where? When? What was the direct cause?
  - Were there standards in place for the premises, plant, substances, procedures involved?
  - Were they adequate? Were they followed?
  - Were the people competent, trained and instructed?
  - What was the underlying cause? Was there more than one?
  - If it had happened before? If so, why weren't the lessons learned?
10. Most accidents have more than one cause – try to deal with the root causes.

## **Adverse weather conditions**

### **Policy**

1. In case of extreme adverse weather (wind, snow, rain) the Bursar, in consultation with the Senior Leadership Team, will issue instructions to keep students and staff safe.
2. There are instructions in the Staff Handbook regarding actions arising from the decision whether or not to close the school in the event of current or forecast adverse weather conditions. In all events the priority will be to ensure the safe arrival, departure, and presence at the school of staff and students. There may be circumstances where the coach companies cannot safely negotiate local roads, in which case the decision will be prompted for the Bursar.

### **Trees**

3. The school will retain the services of a tree specialist to regularly inspect and maintain a record of the main trees on the school site and will arrange for any unsafe trees or branches to be removed or made safe.

### **Precautions when icy**

4. A salt spreading machine is kept in the Maintenance Workshop for use in icy conditions. The priorities for salting and gritting in term time are as follows:
  - a. Walkways between teaching blocks
  - b. Pre-Prep walkway.
  - c. Car parks – including pedestrian crossings and Sports Hall steps.
  - d. Main Building and reception entrance
  - e. Routes to Landau Hall.
  - f. Quad area and paths
  - g. Drives
5. Six external fire escape stairs are located at Main Building (three), Prep Wing, Cottesloe and Arts Centre. These are not to be treated with a salt-based grit because this would cause structural damage instead a non-corrosive liquid should be applied.
6. When fire escape stairs are replaced or refurbished they should be inherently slip resistant with self-draining treads and landings.
7. All staff are to take extra care to avoid slips, trips, and falls during adverse weather conditions, having regard to other people's safety as well as for their own. Wear shoes appropriate for the prevailing weather conditions.



# Asbestos

## Introduction

1. The School has a duty to manage the risk from this material, and also a duty to co-operate with anyone else who may be managing the risk from asbestos on site. Breathing in air containing asbestos fibres can lead to asbestos-related diseases. There is no cure for asbestos-related diseases. There is usually a long delay between first exposure to asbestos, and the onset of disease, which can be over 60 years. Only by preventing exposure can asbestos-related diseases eventually be reduced. It is now illegal to use asbestos in construction or refurbishment. Asbestos in good condition that is not disturbed or damaged presents a low risk.

## Legislation

2. The Control of Asbestos Regulations 2012 define what must be done and by whom in keeping the risks from asbestos to an absolute minimum. Asbestos exists at the School, and it has to be managed in accordance with the Regulations and associated Codes of Practice issued by the enforcing authority. Asbestos management is the responsibility of the Estates Manager.

## Policy

3. The Estates Manager will maintain an Asbestos Register and an Asbestos Management Plan for all asbestos identified by accredited surveyors in the Asbestos Management Surveys.

## Procedures

We recognise our duty to institute a formal management plan where asbestos containing materials (ACMs) are present or when it is necessary to presume that materials contain asbestos unless there is strong evidence to the contrary.

- Employees who may come into contact with asbestos during their work will have asbestos awareness training. Employees who work in maintenance have received basic awareness training.
- The School has carried out a Management Survey to the standard dictated in HSG264.
- Details of the survey are in the asbestos management plan, which is kept up-to-date by notes on removed or encapsulated asbestos, and includes : locations to which there has been no access; locations from which negative samples have been taken; locations of any ACM's together with the type of asbestos and quantity of asbestos; form of the asbestos (lagging, ceiling tiles, partition board etc.); condition of the ACM (if there is damaged or deteriorating asbestos with a risk of fibres being released); surface treatment if any; and a statement detailing the limitations or exclusions of the survey if any.
- Asbestos in good condition which is not liable to be damaged has been kept in place. Where it is acceptable, the asbestos has an appropriate warning label. All ACMs remaining on site are inspected regularly to check that they have not deteriorated or been damaged and records are kept of this.
- The Estates Manager ensures that all those, including maintenance employees and contractors (see permit to work below), who might work near known ACMs are notified of them in writing at planning stage and given instruction that they must not disturb or carry out work on them.
- Anyone who suspects unrecorded asbestos is discovered is instructed to cease work and inform the Estates Manager immediately.
- Before any intrusive work at the School a Refurbishment and Demolition survey (as HSG264) will be arranged by the Estates Manager where an asbestos risk is identified.
- It is School Policy that work with asbestos or ACMs will only be carried out by a contractor licensed by the Health and Safety Executive.
- The Estates Manager is responsible for asbestos management and is provided with the resources, skills, training and authority to ensure that ACMs are managed effectively.
- ALL construction work at the School must be planned, procured and managed in liaison with the Estates Manager.

4. There should be no requirement for any student or any member of staff to carry out any act or operation that may disturb or damage asbestos or lead to any risk to any persons from the release of asbestos fibres.
5. Anyone believing that he or she has stumbled across any unrecorded asbestos, or Asbestos Containing Materials, must report this to the Estates Manager immediately so that the necessary safeguards may be put in place. Likewise if anyone sees that materials known to contain asbestos being damaged they should report this to the Estates Manager immediately.

# Contractors

## Introduction

1. The management of contractors working at the School is important to ensure the safety of students, staff and the contractors themselves. This section sets out the procedures for minimising the risks associated with contractors on site.

## Background

2. There are a number of potential risks associated with contractors working on site. These range from child protection issues to the prevention of accidents involving contractors unfamiliar with the School site. Therefore it is important to have workable procedures in place to protect the students, staff and contractors.

## Policy

3. The School must comply with the Construction (Design and Management) Regulations 2015 (CDM 2015) which applies to ALL construction work regardless of size or whether it is contracted or done 'in house'
4. For projects with two or more Contractors (regardless of size)
  - a Principal Designer ['PD'] must be appointed to oversee the design phase and if no such appointment is made then the School assumes this responsibility.; and
  - a Principal Contractor ['PC'] must be appointed to oversee the construction phase and if no such appointment is made then the School assumes this responsibility.

The appointment of PC or PD must be in writing and;

- may be a separate appointment (e.g. an architect or consultant), or
  - may be fulfilled by the School as Client, or
  - may be fulfilled by the Contractor
5. The basic duties of the School, as set out in CDM 2015 for Clients, for all Construction Work is to;
    - Ensure the competence of all appointments
    - Ensure risks are suitably mitigated to anyone affected by the project
    - Ensure suitable welfare is provided
    - Provide pre-construction information
    - Ensure a construction phase plan is in place
    - Appoint an PD and / or PC as required
    - Take reasonable steps to ensure the PD and PC fulfil their duties
  6. Designers, as defined in CDM 2015, are anyone who prepares or modifies a design or arranges for someone else to do so, which includes, but is not limited to;
    - Clients
    - Contractors
    - Architects
    - Estimators
    - Specification writers
    - Purchasers of materials or fittings

Where Construction work is being planned it is Policy that the Estates & Operations Manager is consulted.

7. As far as reasonably practicable, Construction work is to be done outside of teaching hours / terms which mitigates the risks to staff and students as well as being a benefit for safeguarding.
8. Small works and refurbishments account for the majority of Construction work – the School outlines its requirement and the contractor does the work, using its experience to design and complete the work safely. For such projects the School assumes design liability.
  1. All Contractors must complete the Contractor Health and Safety Questionnaire for review by the school (document held by the Bursary). This provides the school with clear information about the contractor and how it manages H&S, the training it provides to staff, how they

ensure the competence of any sub-contractors, H&S incidents and insurances. On the basis of reviewing this information, the school may place the contractor on the list of approved contractors.

2. The Schools must ensure pre-construction information must be provided in an appropriate and proportionate format for all projects including:
  - a) Employers requirements or specification
  - b) Timescales and key dates
  - c) Design, planning and management arrangements
  - d) Site hazards including overhead cables, buried services, asbestos etc.)
  - e) Arrangements for site access, parking and deliveries
  - f) Working areas and boundaries
  - g) Welfare facilities
  - h) The School's site rules
  - i) Health and safety file requirements
  - j) Any other relevant information not foreseeable to a competent Contractor

This information will be provided in writing in a manner proportionate to the Project and at procurement stage

3. The Contractor must prepare a suitable Construction Phase Plan ['CPP']. This may refer to standard Contractor RAMS and, in a manner, proportionate to the Project. The plan should identify how the work is to be organised, executed and managed including details of fire procedures, welfare, induction and coordination / cooperation. A written CPP is required for ANY demolition work.
4. During the course of the project, regular progress meetings between the school and the contractor should include H&S matters so that any H&S concerns can be identified and addressed promptly.
5. At the end of the project, the Contractor must provide relevant and proportionate information in the form of a Health and Safety File to include useful information relating to operation, maintenance or demolition of the Project in the future. It will be updated by the School as necessary.

### **Other matters**

9. Prior to starting any project, there will be a Pre Start meeting with the Estates Manager to finalise any details before work commences.
10. Contractor's staff must sign in daily at the School Office and are to wear School contractor badges on lanyards at all times whether or not they are supervised by a member of School staff.
11. Contractor's staff are not to enter into conversations with students.

# Control of substances hazardous to health (COSHH)

## Introduction

1. It is inevitable that in any school, like other businesses and premises, there will be substances present that could be a hazard to staff, students, visitors and contractors. This section sets out how Pipers Corner controls the risks that these hazards pose, and reduces the threat to the health and personal safety of those on the school grounds.

## Regulations and Definitions

2. There are regulations concerning the Control of Substances Hazardous to Health (COSHH 2002). Asbestos is subject to a separate Policy and is not dealt with here. The School's procedures endeavour to abide by best practice as set out in the regulations and their associated Approved Codes of Practice and Guidance Documents.
3. The School aims to control exposure to hazardous substances to prevent ill health, both of employees and of anyone else who may be affected by employers' or employees' actions. The School uses COSHH as a good management tool which sets out measures to be taken to control exposure and establish good working practices.
4. **Hazardous Substances.** There is a range of substances regarded as hazardous to health include adhesives, paints, cleaning agents, fumes generated by a work activity, naturally occurring substances such as dust, and biological agents including body fluids:
  - Manufactured substances or mixtures classified as dangerous to health must meet packaging regulations and can be identified by the warning label.
  - Substances with workplace limits listed in a Health and Safety Executive publication EH40. At Pipers Corner there are very few of these, and they are held by the Science Department under strict controls.
  - Biological agent such as the legionella bacteria and spilled body fluids.
  - Any kind of dust if its average concentration in the air exceeds levels specified in the COSHH regulations. These are unlikely to occur at Pipers Corner, but could occur in the DT department and the Works Department.
  - Any other substance which creates a risk to health but for technical reasons is not covered by the packaging regulations, such as gases, medicines, cosmetics and pesticides.
  - Substances which have their own regulations such as lead and asbestos.
5. **Effects of Hazardous Substances** may be skin irritation or dermatitis, asthma as a result of developing allergy to substances used at work, losing consciousness as a result of being overcome by toxic fumes, irritation from bacteriological agents, or cancers which may appear long after exposure to the substance that caused it, particularly in the case of exposure to asbestos that may result in asbestosis or mesothelioma.

## Process

6. **To comply with COSHH our assessment MUST consider and the written assessment must detail:**
  - Whether it is practicable to use a non-hazardous or a less hazardous substance – this is the preferred option.
  - The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved. NB numerous accidents including fires have occurred when the quantity or concentration of substances has been too great.
  - Risks associated with storage and spills of substances - spill kits will be needed in some areas.

7. There are eight steps that are to be followed at Pipers Corner to achieve the above
  - Step 1 Assess the risks
  - Step 2 Decide what precautions are needed
  - Step 3 Prevent or adequately control the exposure
  - Step 4 Ensure that control measures are used and maintained
  - Step 5 Monitor the exposure
  - Step 6 Carry out health surveillance, if appropriate. At present this is not necessary at Pipers Corner as there are no substances identified that warrant it
  - Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies
  - Step 8 Ensure all appropriate people are properly informed, trained and supervised
8. These steps are an amplification of the normal 5 Step Risk Assessment procedures, in a more disciplined framework. They include lists of substances, the Safety Data Sheet for each, and a risk assessment for its use at Pipers Corner.
9. For the vast majority of commercial chemicals the presence or not of a warning label will indicate whether COSHH is relevant. For example, there is no label on washing-up liquid, so you do not have to worry about COSHH at work, but there is a warning label on bleach, so COSHH does apply to its use in the workplace.

## **Responsibilities**

10. The following are responsible for COSHH actions at School:
  1. The Estates Manager maintains COSHH risk assessments for COSHH substances Grounds and Maintenance staff use. The Estates Manager is also responsible for managing any lead and asbestos identified at the School. Refer to Asbestos Policy.
  2. The Housekeeping Supervisor and Porter maintains COSHH risk assessments for COSHH substances used in the catering and housekeeping areas by School staff.
  3. The Cleaning Contractor and Catering Contractor must maintain COSHH risk assessments and registers for the substances they use at the School.
  4. All science staff manage their COSHH substances under the auspices of the CLEAPSS management system.
  5. School nurses must consider infection control precautions.
  6. Other departments may also use hazardous substances. In such cases, the Head of Department is responsible for maintaining COSHH risk assessments for COSHH substances used by them.
  7. Heads of Department must keep their Departmental Handbooks updated.

# Display screen equipment policy

## Policy

1. It is the school's policy that computer (Display Screen Equipment (DSE) to use the formal terminology) users will be assessed once they commence employment with us to determine if they are 'Users' (see below). This assessment will be carried out by completing a DSE self-assessment questionnaire and submit it to HR. The Department Head will ensure further actions are completed.

## Legislation

2. The law relating to the use of DSE equipment, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002. DSE equipment excludes personal devices.

## Definition of "user"

3. The Guidance to the DSE Regulations defines a "user" as someone who is required to use a computer for "continuous spells of an hour or more at a time" on a "more or less daily" basis for work. It does not cover leisure activities.

## Procedures

4. In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:
  - a. All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within three weeks of starting work with us. It is provided to staff by the Assistant to the Estates Manager and completed on-line.
  - b. All existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to the Bursar or to the IT support team.
  - c. Where the questionnaire identifies problems that are not specifically related to the work station itself, such as glare, it is the responsibility of the individual's Head of Department to ensure that these are rectified.
  - d. Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employees feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's line manager. Where possible, this situation will be rectified.
  - e. Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

## Employees' duties

5. Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their Head of Department as soon as possible. Each employee is also expected to abide by the procedures laid down in this policy. Employees must use the equipment provided, correctly and prevent unnecessary damage. Badly adjusted chairs are generally the most common cause of discomfort and the easiest thing to remedy. As far as practicable Users should use the best equipment available that is to say not using a smartphone or tablet when a workstation is available.

## **Eye Tests**

6. Any employee who has been designated as a DSE user has the right to request an eye test. It is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician. The School will pay £25 towards the cost of a DSE user eye-test up to once every 2 years. Wherever possible employees are asked to arrange for the eye test to take place in their own time or take leave if this is not possible.

## **Supply of Glasses**

7. Where the optician has confirmed in writing that glasses/new glasses lenses are needed exclusively for DSE use, Pipers Corner will contribute up to £50 in total. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of single vision lens glasses available on the High Street. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the employee.

## **Scope**

8. These instructions apply to users of PCs and laptops and tablets provided by the school, but not for iPods and Smartphones.



## **Dogs on site**

### **Policy**

In the interests of safety and hygiene, and particularly in reducing the risks of students catching toxocarasis (which can lead to blindness) from the school playing fields, dogs on the school site are limited to those owned by staff and residents with the permission of the Headmistress or Bursar. It is the dog owner's responsibility to ensure that they pose no threat to safety and are properly controlled.

The following rules apply:

- Dogs must be kept under control at all times and must be on a lead if there are any students at School.
- Dogs should not be let on to playing fields during the school day or during after- school matches. They may be exercised on the rough grass in front of the Main Building, on the new land adjacent to the Main Drive, in the woods or on the rough land beyond the playing fields.
- The owner must always carry hygienic bags so that they can remove any dog mess immediately.
- Parents and other visitors should avoid bringing dogs on site; if it is unavoidable they must be kept on a lead for the short time that they are out of vehicles, and the owner must clear up any dog mess and remove it immediately.
- Dog owners are responsible for their own damage and liability insurance.

## **Drivers (Sixth Form)**

1. All students who wish to drive to school must have a meeting with the Head of Sixth Form first to discuss road safety, speed restrictions and care whilst driving within the school grounds, rules regarding carrying passengers to and from school and the fact that it is illegal to use a mobile telephone whilst driving.
2. They must then complete and sign the Application to Drive to School form (available from Head of Sixth Form). Their parent must also sign the form to confirm that they are happy for their child to drive to and from school and to carry the named individuals, if any, and that their child's insurance covers carrying other students to and from school.
3. The parent of any named individual who will be carried as a passenger must also sign that they are happy for their child to be driven by the student and that they have discussed with their child the importance of not distracting the driver with her behaviour in the car.
4. All Year 12 students attend a session with a Road Safety Officer arranged as part of the enrichment programme.

# Electricity

## Policy and responsibilities

1. The Bursar is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirement for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current best practice.
2. The Estates Manager will ensure that all construction, testing or maintenance work involving electricity is carried out in accordance with the current Institution of Engineering and Technology Regulations 'Requirements for Electrical Installations', Contractors should only be appointed who are members of the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent independent body.

## Guidance

3. HSE advice refers to the prevailing Institute of Electrical Engineers Wiring Regulations and the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment which are technical documents for engineers and contractors. The HSE publication entitled "Electrical Safety and You" (INDG231) is relevant and all school staff are to abide by its provisions:

## Introduction

4. Electricity can kill. Each year many accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE) A significant number are fatal and usually arise from contact with overhead or underground power cables.
5. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others.

## Preventative maintenance

6. All electrical equipment and installations will be maintained to prevent danger. This includes an appropriate system of visual inspection and, where necessary, electrical testing. By concentrating on a simple, inexpensive system of looking for visible signs of damage or faults, most of the electrical risks can be controlled. This will be backed up by testing as necessary.
7. The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used. The results of inspection and testing are useful in assessing the effectiveness of the system.
8. Equipment users can help by reporting any damage or defects they find.
9. Electrical Installation Inspection is carried out on a rolling five year programme which includes visual inspection and testing on the system between the incoming mains and outlets
10. Portable appliance testing is done annually and includes visual inspection and testing (as appropriate to the class of device)
11. Fixed appliance testing is done at least once every three years but excludes equipment subject to routine services like boiler pumps or kitchen equipment.

## **User checks**

12. As per HSE guidance (INDG231) employees are expected to make suitable checks of equipment and if they have any doubts as to safety are to raise them with the Estates & Operations Manager.

## **Precautionary measures**

13. The following precautions are to be taken:
  - a. Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person;
  - b. Where possible, tools and power socket-outlets are switched off before plugging in or unplugging;
  - c. Equipment is switched off and/or unplugged before cleaning or making adjustments.
  - d. Extension leads should not be used without first consulting with the Maintenance Team
  - e. Extension leads or multiple outlets must only be used with care and an understanding of loings – if in doubt, ask
  - f. Portable electric heaters must NEVER be left switched on unsupervised – if you switch it on, switch it off
  - g. Switch off electrical equipment whenever you can, especially before School holidays or at weekends
14. Tasks, such as equipment repairs or alterations to an electrical installation, must only be tackled by qualified persons with knowledge of the risks and the precautions needed. If in doubt, ask the Estates & Operations manager.

## **Underground power cables**

15. There are many underground cables on the school site. Up-to-date service plans, cable avoidance tools and safe digging practice are to be used to avoid danger.

## **Disposal**

16. Where an appliance is to be discarded, especially if it is defective, it must be rendered safe. To do this the cable must be cut as short as possible or removed. The arising cable must have the plug disabled so it cannot be re-used which is done by snapping off the earth and power pins.

# Expectant and new mothers

## Introduction

1. The Management of Health and Safety at Work Regulation 16 requires specific risk assessment and procedures to be carried out on new and expectant mothers. These procedures start when the person concerned notifies the Bursar of the pregnancy. The current guidance from the Health and Safety Executive and the Department of Health can be found at <http://www.hse.gov.uk/mothers/>. This is summarised below.

## Expectant and new mothers at work – A guide for employers

2. Pregnancy should not be regarded as ill health. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.
3. The law at present requires employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Exposure limits for hazardous substances and other agents are set at levels which should not put a pregnant or breastfeeding worker, or her child, at risk. In some cases, there are lower exposure levels for pregnant workers, or for women of childbearing capacity, than for other workers. Controlling common workplace risks appropriately will reduce the need for special action for new and expectant mothers.
4. This guidance takes the school through the actions required, provides information on known risks to new and expectant mothers, and gives advice on what is needed to comply with the law. There is also some advice on other aspects of pregnancy which may affect work. Although these are not covered by legal requirements, the HSE recommends that they are taken into account. For complete details, see the web link at the beginning of this section.

## Legal requirements

5. The health and safety of new and expectant mothers at work is covered by the Management of Health and Safety at Work Regulations 1999 (MHSW). The school is required to assess risks to all employees and to do what is reasonably practicable to control those risks. It is also required to take into account risks to new and expectant mothers when assessing risks in their work activity.
6. If a risk cannot be avoided by other means, the school is specifically required to make changes to the working conditions or hours of a new or expectant mother, offer her suitable alternative work, or if that is not possible suspend her for as long as necessary to protect her health and safety and that of her baby.
7. The school only has to follow the requirements outlined above once it has been notified in writing that a worker is pregnant, has given birth in the previous six months, or is breastfeeding. The school may request, in writing, a certificate from a registered medical practitioner or a registered midwife confirming the pregnancy. If, within a reasonable period of time, the employee has not produced the certificate the school is not required to continue following the requirements.
8. Under the Workplace (Health, Safety and Welfare) Regulations 1992 the school is required to provide suitable facilities for workers who are pregnant or breastfeeding to rest.

## Definitions

9. The phrase 'new or expectant mother' means an employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

## **Risk assessment**

10. In assessing risks to school employees the school specifically considers workers who are new or expectant mothers, and takes action to ensure that they are not exposed to any significant risk. Normally the HR Officer will carry out a risk assessment and the assessment should be monitored throughout pregnancy to ensure that there are no changing circumstances that may require further consideration or action. Such continuing checks do not have to be a formal assessment but the Head of Department concerned and the HR Officer should informally monitor the employee's progress.

# Fire Risk (Prevention) Policy

## Introduction

1. Under the terms of the Regulatory Reform (Fire Safety) Order 2005, and subsequent regulations, the School must ensure the safety from fire of all staff, students, contractors and visitors. In order to do this the school must:
  - a. Undertake **fire safety risk assessments**.
  - b. **Appoint people** with sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation (employees or outside contractors).
  - c. **Provide employees with information on:**
    - the risks identified by the fire risk assessment,
    - the measures that have been taken to prevent fires, and
    - how these measures will protect them if a fire breaks out.
  - d. **Inform non-employees**, e.g. students and temporary or contract workers, of:
    - the risks fire posed to them
    - who are the nominated competent persons are, and
    - fire safety procedures for the premises.
  - e. Consider the presence of any **dangerous substances**, e.g. highly flammable substances such as chemicals, LPG and petrol, or radioactive substances, and the fire safety risks they present.
  - f. Establish a suitable means of **contacting the emergency services** and providing them with any relevant information about dangerous substances.
  - g. Provide appropriate **information, instruction and training for employees** about the fire precautions in the workplace, when they start work, and regularly thereafter.
  - h. Ensure that the **premises and any equipment** provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in efficient an efficient state or working order and in good repair.

## Fire Safety Risk Assessments and associated records

2. The Regulatory Reform (Fire Safety) Order 2005 requires the School to maintain a Suitable and Sufficient Fire Risk Assessment which focuses on the life safety aspects of fire. An independently accredited specialist is appointed to carry out this work. The assessment of risk is for employees and relevant persons (those with a lawful reason for being on the premises. The risk assessment will help ensure that the school's fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, or if there are any issues they are brought to the attention of the Bursar who may direct action to be taken.
3. The fire risk assessments take the whole of the premises into account, including any rooms and areas that are rarely used. It accounts for the fact that older buildings and systems are designed and constructed to older standards.
4. Records will be kept in a Fire Log Book which will be maintained electronically in a secure document management system and include:
  - a. Hazardous Substances and Site Utilities Plan
  - b. Fire alarms and EMR tests (weekly)
  - c. Fire Drills and Evacuations Records (termly)
  - d. Fire Alarm System Checks (annual)
  - e. Fire Extinguisher and Emergency Lighting Visual Check Record (half-termly)
  - f. The prevailing Fire Risk Assessment
  - g. Current Fire Risk Assessment action plan
  - h. Details of fire safety and life safety equipment

## Automatic Fire Detection System (AFDS)

5. The school has fire detection and alarm systems consisting of sounders (bells/sirens), manually operated call points (break glass call points), smoke and heat detectors and alarm panels. The systems are designed to:

- a. Detect fires promptly and reliably,
  - b. Give warning to the buildings' occupants so that they can evacuate safely, and as a consequence
  - c. Minimise damage to buildings and their contents which is a secondary benefit
6. The Bursar is responsible for the installation, maintenance and checking of all equipment and warning systems and for maintaining accurate up to date written records of such.
7. AFDS is fitted in buildings in accordance with prevailing guidance. The following buildings do NOT feature in the AFDS system;
- Pipers Orchard
  - The Lodge
8. This is because they are either domestic dwellings or 'simple' buildings.

### **Fire Fighting Equipment and Facilities**

9. The school has appropriate firefighting equipment located around the school. People who have not been trained to use fire extinguishers are not expected to use them to attempt to extinguish a fire. However, all staff should be familiar with the areas in which they work, and the fire detection and firefighting equipment within it. They must know the basic operating procedures in case they need to use firefighting equipment to escape from a fire.
10. Staff should only consider fighting a fire if they need to do so in order to evacuate people in their charge, or after they have been evacuated, the alarm has been raised, and if they have been trained. They should inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. They should not fight the fire if they are in the slightest doubt.
11. Staff must notify maintenance immediately if an extinguisher has been discharged so it can be replaced.

### **Fire Training**

12. All staff receive basic fire safety awareness training. The purpose of the training is to ensure that:
- a. everyone is aware of the importance of fire safety,
  - b. the evacuation procedures can be carried out competently and safely, and
  - c. appropriate staff have a basic knowledge of firefighting.

### **Fire Risks**

The principal fire risks at the School are;

- Electrical fires from portable appliances
- Arson
- Fire arising from hazardous materials or processes
- Building work

There are many other ways for fire to start and the key to fire prevention is separating ignition risks from fuel sources

### **Visitors/Contractors**

13. All visitors/contractors, including groups who may hire part of the premises, are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.
14. All visitors/contractors (other than parents/guardians collecting students) arriving at the school sign-in at the Main Reception. The visitors/contractors registration book is both a safety and security document therefore it is necessary for all non-employees having access to the school to register both their arrival and departure times.
15. A system for controlling hot work carried out by contractors, including Permits to Work, is maintained by the Estates Manager.
16. Members of staff, at whatever level, will be responsible for the safety of their visitors at all times.



### **Fire Drills**

17. The effectiveness of the fire training is tested by regular fire drills. These are arranged to take place termly. Fire drills are carried out at various times, with different initiation points.
18. Details of all fire drills and evacuations must be recorded in the Fire Drills and Evacuations Record. Any actions required arising from fire drills should be notified to the Bursar who will arrange for any remedial action, if necessary, with the Estates Manager if appropriate.

### **Events and Public Performances**

19. The Bursar is to ensure that hirers of school facilities under contract are informed of the Fire Safety requirements of the school.

### **Incapacity**

20. If anyone is incapacitated to the extent that they need a wheelchair, they should preferably only use rooms on the ground floor because the lift may not be used in case of fire. It is likely that this will impose too great a restriction for most students and staff and, in this case, a personal evacuation plan must be prepared, specifying which first and second floor rooms they may need to use, who will be responsible for them in case of emergency, and how they will communicate a need for assistance e.g. to ask the maintenance team to arrive with a carry chair. The School Nurses initiate the preparation of the personal plan and ensures that all necessary personnel are aware of its contents.

### **Fire Safety Procedures**

21. Fire Procedures are included in the Staff Handbook and are available as a separate document stored in the staff policies area. It is important that all staff are aware of their particular responsibilities for the safety of students in their charge and for their own safety in the event of a fire. In this respect it is worth reminding all staff that the Fire Safety Policy can be summed up in one sentence:

**GET YOU AND YOUR STUDENTS TO A PLACE OF SAFETY.**

## **First Aid**

The school's First Aid policies and procedures, including the scope of First Aid training is contained in a separate policy document – First Aid and Health Care Policy.

# Gas Safety

## Workplace Safety for Staff, Students and Visitors

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG) in both, bulk containers and cylinders and the installation, servicing, maintenance and repair of gas appliances and fittings. The School uses bulk LPG for teaching science, catering and heating in the Arts Centre.

## Qualification and Supervision

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the Health and Safety Executive (currently this is Gas Safe). This means appropriately registered persons and the employer must ensure that in-house staff or contractors working on gas fittings are appropriately registered.

## Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately registered persons. Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

## Existing Gas Fittings

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

## Emergency Controls and Procedures

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

## Maintenance

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

## Action in the event of a leak

1. If anyone ever smells gas unexpectedly they should leave the room immediately, ensuring that windows are open, and inform the Estates Manager immediately. Where fitted press the Emergency Stop button on the gas proving system. Staff and students should be prevented from re-entering the room until the source of the smell is known and the area is declared safe, either by the Estates Manager or the Bursar.
2. In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures as for Fire will be put into operation.

## Lettings Policy

1. In accordance with the Articles of Association, the school has the power to raise funds (Article 4.13) in support of the formal Objects to advance education of students. The Governors have directed that the Bursar should maximise the benefits that the school can derive from its assets and this policy outlines the processes to be followed.
2. Proposals should be made to the Bursar, which will in turn be considered by the SLT in order to ensure the proposal meets the Charitable Objects of the school.
3. A hiring contract will then be established and reviewed (if appropriate) on an annual basis.
4. The contract covers the following:
  - General terms of Hire
  - School's obligations
  - Hirer's obligations (including fees)
  - Safeguarding and child protection
  - Health and Safety
  - Licence to use facilities
  - Insurance
  - Termination
  - Limitation of liability
  - GDPR

# Lone working

## Introduction

1. It must be recognised by all staff that there are risks associated with lone working at School. Monitoring lone working needs to be a continual process, and appropriate steps need to be put in place to reduce the risks and adverse effects of lone working.

## General Guidance

2. People who work by themselves without close or direct supervision may be found in a range of situations. These may include:
  - a. Any member of teaching or support staff working outside normal hours/days.
  - b. Staff working during school holidays when limited number of staff are on site.
  - c. Caretaker, maintenance and ground-keeping staff and vehicle drivers.
  - d. People, including contractors, who work outside “normal hours”: e.g. cleaners, kitchen and security staff.
  - e. Contractors who carry out construction work, plant installation, maintenance, electrical repairs, lift repairs, painting and decorating, etc.

## Law relating to lone working

3. The legal requirements arise from the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. There is no general prohibition on working alone, but some specific legislation stipulates that at least two people must be involved particular work activities, for example in confined spaces and specifies safe systems of work to be followed – if in doubt, please seek guidance from the Bursar.

## Safe systems of work for lone work

4. Where there is no specific legal prohibition on working alone, a senior member of staff must carry out a risk assessment and identify any potential hazards or risks associated with the work. Where risks or hazards are identified, safe systems of work must be devised and implemented to ensure that the risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back up must be agreed.
5. In the majority of cases one person working alone will not be exposed to significantly more risks than several employees working together.

## Safety Precautions for Lone Workers

6. **Staff visiting other premises.** If you have to leave the site – e.g. to supervise a student examination in the student’s home, the following procedure should be followed:
  - a. Inform your Head of Department or line manager (or another senior member of staff) where you are going and how long you expect to be.
  - b. If you have not returned within an hour of your expected return the alarm will be raised and steps taken to determine your whereabouts.
  - c. If there is any doubt about personal safety then you should take a colleague and ensure you have a mobile phone with you.
  - d. Familiarise yourself with the emergency procedures for any other premises you visit.
  - e. Family members can also be part of your plan if you are attending School out of hours.
7. **Maintenance staff (and contractors).** If a member of the maintenance staff or a contractor is working alone then:
  - a. Consult with and follow the instructions of the Estates Manager.
  - b. Avoid lifting heavy objects - if in doubt do not lift, wait and seek help.
  - c. Working at height – do not attempt work at height as a lone worker
  - d. If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.
  - e. Ensure that you are carrying a mobile phone.

- f. Contractors working on site must have completed the “Health and Safety for Contractors” forms and be familiar with the school’s emergency procedures, and regular checks will be made whilst lone contractors are on site to ensure their safety.
8. **Cleaning/Caretaking staff.** For cleaning staff who are due to work alone:
- a. Consult with and follow the instructions of the Housekeeping Supervisor and Porter
  - b. Avoid lifting heavy objects - if in doubt do not lift, wait and seek help.
  - c. Working at height – do not attempt any work at height without consulting with your manager. Never be more than two steps (one metre) off the ground if you are alone.
  - d. If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.
  - e. If you see strangers, confirm the reason for them being at school and if in doubt phone the SLT Mobile or duty security member of staff.
9. **Teaching Staff/Medical Staff.** For members of the teaching or medical staff who are due to work alone:
- a. Consult with and follow the instructions of the Deputy Head Pastoral.
  - b. Avoid lifting heavy objects - if in doubt do not lift, wait and seek help.
  - c. Working at height – do not attempt any work at height without consulting with your Head of Department. In general you should not work at any height if you are alone.
  - d. If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.
  - e. Ensure that you are carrying a mobile.

### **Precautions to be taken by all lone workers**

10. The following precautions are to be taken by all lone workers:
- a. You must ensure that you are medically fit and suitable to work alone. You must consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on you. **Don't put yourself at risk.**
  - b. If you know you are suffering from a medical condition which could put you at increased risk you must inform your head of Department in order that it may be taken into consideration. This does not necessarily mean that you will be unable to carry on doing the job merely that additional precautions may be taken where necessary.
  - c. Specific training may be required to ensure proficiency in safety matters. This is particularly important in work activities where there is limited supervision to control, guide and help in situations of uncertainty.
  - d. As a lone worker you need to understand fully the risks involved in the work, the necessary precautions and be sufficiently experienced. There should be established, clear, safe systems of work to set the limits to what can and cannot be done while working alone. These safe systems should specify how to behave in circumstances that are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor.
  - e. Although as a lone worker you cannot be subject to constant supervision, it is still the school’s duty to provide appropriate control of the work. The extent of supervision required will depend on the risks involved and your proficiency and experience to identify and handle safety issues. The extent of supervision and monitoring required is a decision that will be made by a senior member of staff.
  - f. Illness, accident and emergency situations may arise and as a lone worker you should be capable of responding correctly. Information about emergency procedures should be fully understood and you must ensure you know the location of and have access to adequate first-aid facilities.

## Manual handling operations

1. The purpose of this section is to set out the risks from, limitations to, and advice on mitigating the risk from manual handling at Pipers Corner.

### Background

2. Manual handling of loads is one of the most common causes of injury at work and every effort must be made to prevent this. Over a third of all accidents reported each year to enforcement authorities arise from manual handling. For this reason, all staff should have a basic knowledge and understanding of the risks and how to reduce them. The school will commit risk assessments to writing where significant risk is identified.

### General guidance

3. Because of the frequency of injury from manual handling, anyone should consult with Maintenance before attempting to move any heavy item. If necessary ask for assistance from someone trained in manual handling techniques.
4. Moving lighter objects still requires care. Consider:
  - a. Bending the back can increase the load on the body by as much as two and a half times that exerted when lifting without bending the back (knees bent).
  - b. A load carried at arm's length exerts a five-fold increase in strain as against a load held close to the body.
  - c. Lifting above shoulder height cuts a safe load to three-quarters of that at lower levels.
  - d. Frequent lifting can reduce a safe load to as little as one quarter of that for a single lift.
5. The School will organise training on manual handling for all staff.

### Picking up an object

6. NEVER attempt to carry anything too heavy or where the shape inhibits your movement on your own - get help.
7. Plan the move. Determine where you are taking the item and whether there is a clear space already available to receive it. If lifting to shoulder height check that there is somewhere to rest it mid-way, e.g. a bench or shelf. Ensure your vision over the top of the load will not be obstructed.
8. Try the object for weight first by lifting one corner slightly. Determine which side is heaviest.
  - a. Stand firmly - feet shoulder width apart.
  - b. Stand close to the object with one foot slightly in front of the other and pointing in the direction of the movement.
  - c. Bend the knees.
  - d. Back should be held straight with chin tucked in.
  - e. Grip the object firmly but safely within the bounds of your reach. If this is not possible, get help.
  - f. Use the whole of the hand and not just the fingertips.
  - g. Use mainly your leg muscles not your arms or back.
  - h. Don't jerk the object as you lift, keep your movements smooth.
  - i. Keep the load close to the body and keep the heaviest side towards your trunk.

### Putting Down an Object

9. Keep your back straight and lower the object by bending your knees. Keep the movement as smooth as possible. Avoid trapping your fingers by putting the load down askew and adjusting afterwards.

### Pushing/Pulling a Heavy Object

10. Follow this procedure:
  - a. Ensure the path you intend to push/pull across is clear and smooth.
  - b. Tuck the chin in.
  - c. Keep the back and arms as straight as possible.
  - d. TO PUSH - Thrust with the front-foot and use the back-foot to maintain balance.
  - e. TO PULL - Thrust with the back-foot and use the front to maintain balance.

## Ways of Reducing Risks of Manual Handling Injury

11. The Task:
  - a. Improving the task layout - improve flow of materials, ensure optimum position for storage. Heaviest items should be stored around waist height.
  - b. Changes to the layout or sequence of operations can remove the need for twisting, stooping, or stretching.
  - c. Using the body more efficiently - hold the load close to the body, place feet close to the load.
  - d. Replace lifting by controlled pushing or pulling.
  - e. Improving the routine - consider changes to the frequency of handling, consider flexible break/rest periods, consider job rotation.
  - f. Handling while seated - not a recommended practice other than for small, light loads.
  - g. Team handling - consider using two people, ensure adequate space, access and handholds, use a stretcher or slings where appropriate.
  - h. Personal protective equipment - use gloves, aprons, overalls, safety footwear etc.
  - i. Consider alternative methods of handling if there is a risk from the contents. Ensure good maintenance and accessibility of equipment.
  - j. Ensure an efficient defect reporting system.
12. The Load:
  - a. Making it lighter - consider products in smaller containers, sort the goods into weight categories, making them smaller.
  - b. Make easier to grasp - consider handles, hand-grips, indents.
  - c. Stability - containers holding liquids or powders should be well fitted, alternative means of handling should be considered.
  - d. Loads should be clean.
  - e. Sharp corners, jagged edges etc. should be avoided, use handling aids or personal protective equipment.
  - f. Consider risks from hot or very cold surfaces, equipment and products.
13. The Working Environment:
  - a. Removing space constraints - make sure there is enough room. Maintain high standards of housekeeping.
  - b. Condition and nature of floor - it should be flat, well maintained and properly drained. Slip resistant surfaces should be considered.
  - c. Clear away spillage promptly.
  - d. Working at different levels - transfer from one level to another by gentle slope. Avoid manual handling on steep slopes. Working surfaces should be at a uniform height.
  - e. Temperature - maintain a comfortable working temperature. Where this is not possible, personal protective equipment will be necessary.
  - f. Lighting - sufficient lighting is essential.
14. Individual Capability:
  - a. Personal capacity - consider individuals' concerns regarding their suitability for manual handling duties, including age, sex, strength, pregnancy and any medical 'disability'.
  - b. Knowledge and training - the handling operation should be designed to suit the individual. Employees should be involved in the development and implementation of manual handling training and the monitoring of its effectiveness.
  - c. Attention must be given to - recognition of hazardous loads, dealing with familiar loads, use of handling aids.
  - d. Use of personal protective equipment.
  - e. Working environment - importance of good housekeeping
15. Housekeeping:
  - a. Consider carefully where and how things are stored
  - b. Can storage be eliminated i.e. scanning paper files
  - c. Plan storage safely



## **'Out of bounds' areas in buildings and grounds**

Our primary concern is safety and therefore the following areas of the school are "out of bounds" to students unless they are accompanied by a member of the teaching staff:

1. Outside the boundary of the school, the main drive, residential areas adjacent to the main gate and staff car parks
2. The woodland behind the Bursary, the Jubilee Orchard and beyond the 'out of bounds' signs
3. The grass in front of the Main Building and around the pond, during the School day
4. School kitchens
5. Workshops and greenhouse
6. The Orchard Pool, Sports Hall, Science laboratories and all Art and Technology Studios.
7. The front door and Terrace Room doors
8. The Prep Department, for all students in Year 7 – Year 11
9. The Pre-Prep play area, for all students in Year 7 – Year 11
10. The Arts Centre auditorium, stage, back stage and technical areas
11. Any areas under construction

From time to time these boundaries may change.

These areas are listed in the students' planners so that they are aware of areas that are out of bounds.

The school rules state clearly that bounds are to be observed at all times and out of bounds areas are listed.

The security system access levels also preclude students from entering risky areas.

## School transport

1. The School has minibuses and people carriers available for use by staff who are authorized to drive them. They are used mainly for transporting our students to sporting fixtures and educational visits, but are also used for other visits, such as for medical or dental appointments. Most of these are for short runs but occasionally are used for overnight stays or for longer trips.

### Purpose of the Policy

2. The purpose of this policy is:
  - to ensure the safety of staff, students and others who may use the school minibus and people carrier.
  - to produce protocols for staff who will be taking students on trips for various purposes and lengths of time.
  - to provide the basis for risk assessment for staff driving minibuses and people carriers, and define the safe systems of work.

### Practice

3. For purposes of the protocols, use of the minibus and people carrier is divided into two main categories:
  - a. Journeys of less than an hour each way. Most of our school matches fall into this category.
  - b. Journeys requiring more than an hour's driving, and which may involve overnight stops.

### Use of the School vehicles with journeys of less than an hour

4. Staff who drive the minibus will need to satisfy the following conditions before driving students in the School minibus or people carrier:
  - For the minibus they must be aged between 25 and 69 and be in possession of a full Driving Licence covering Sections A and B, or D1. Any driver who qualified after 1997 may also have to have passed a DVLA minibus test as well as possessing a D1 category Licence if they are drive a minibus with a total all up weight of 3,500kg or more (our existing minibus is under 3,500 kg).
  - The people carrier (9-seater car) can be driven by anyone who has passed the minibus competency test. Any other member of staff over 21 with a valid driving licence may drive it once they have undertaken a brief drive to familiarise themselves with the vehicle and are assessed as competent to the satisfaction of the Headmistress or Bursar. Staff under 25 should have been qualified for at least four years and have a clean driving licence.
  - Copies of Driving Licences of authorised minibus drivers are held by the Assistant to the Estates Manager.
  - Drivers will need to have undergone RoSPA training or its equivalent, normally arranged through Chiltern Driver Training. This is organised as required by the Assistant to the Estates Manager, and the school offers a £100 a bonus to all those who pass the competency test.
  - For both the minibus and the people carrier drivers will have read and signed that they understand the RoSPA guidance on what to do in the event of an accident.
  - Drivers must not have taken alcohol in the 24 hours preceding the planned trip.

### Use of the Minibus for Journeys in Excess of One Hour

5. Journeys are normally restricted to a distance of no more than a 10 mile radius from the School. Longer journeys may be authorised by the Bursar or Headmistress. In addition to the requirements stated above, the following rules apply:
  - All these journeys will require at least two adults in the bus.
  - Drivers should take a substantial break after a maximum of 90 minutes journey time. The length of this break will depend upon variables such as the size of the group, the total length of the journey and the stage of the break within the journey but it must be long enough for everyone to feel suitably refreshed.

- Drivers must abide by recommended Driver Hours and be sure not to drive when feeling tired. Recommended Drivers Hours are based on ROSPA guidelines as follows: a maximum length of working day of 10 hours of which a maximum of 4 hours is spent driving; to drive no more than 2 hours without a break – sooner if feeling tired; a break must be a minimum of 15 minutes. This should be reduced, depending on the stage of the working day or other conditions which may affect the overall ability of the member of staff to drive safely e.g. lack of sleep after a weekend out of school, or physical activity.
- The driver will need to ensure that an itinerary has been left with an appropriate person at the School, normally in the School Office.
- The driver will be responsible for the security of the minibus overnight.

## **Responsibilities and procedures**

6. All drivers of minibuses and people carriers must note that the responsibility for the vehicle while it is out on the road is theirs, from the time they start driving until the vehicle is emptied back at the school. Although the bus is checked by the Security Manager weekly, all drivers remain ultimately responsible for the safe condition of the vehicle. Insurance is maintained by the Bursary for all vehicles.
7. Drivers should allow sufficient time before the journey to carry out the following checks:
  - Ensure there is enough fuel for the journey and that lights, horn, indicators, brakes and windscreen wipers work correctly
  - Check all passengers are wearing seatbelts correctly. This must be checked visually, either by the driver, or if there are two adults present the person in charge
  - Make sure the doors are firmly closed but left unlocked in case an emergency exit from the vehicle is required
  - Ensure all baggage and equipment is safely stowed and not blocking the exits. This particularly applies to the rear exit, where bags stowed behind the rear seats may impede egress through the rear doors
  - Ensure that there is no smoking at any time on or near the minibus/car.
  - Check their mobile phone is off. Any calls that need to be made or received must be from a minibus that is at a safe standstill
  - Make sure they have the school phone numbers
  - Check all the children are fit to travel
  - Ensure that they themselves are fit to drive
  - Ensure that the School Office during the working day knows exactly who is on the bus
  - Check they have the emergency phone numbers of all the students
  - Adhere to instructions on the emergency cue card held in the minibus/car in case of an accident or other emergency.

### **Accounting for passengers**

8. It is the responsibility of the appropriate member of the teaching staff to complete the Record Sheet in the vehicle with details of staff and students travelling in the minibus/car and to authorise departure. The driver is not to commence a journey without this authorisation. Students must be checked on to the minibus/car before the return journey commences. The supervising member of staff is to complete details of departure and return times on the Record Sheet as appropriate.

### **Fuel**

The Security Officer will refuel the vehicles using fuel cards at weekends. However in the case of longer journeys individual drivers are responsible for fuelling as necessary. Staff requiring to refuel the minibus should use a credit card or money and claim back from the School later.

### **Equipment and Maintenance**

9. The Estates Manager is responsible for checking that the minibus and car carry the correct equipment (Fire extinguisher and First Aid) and that these are complete and serviceable. If the First Aid Kit has been used, (s)he is to inform the School Nurses and (s)he will make up deficiencies. (S) He is also responsible for arranging servicing and MOT checks and is to report any defects or accidents/incidents to the Bursar immediately.

### **Defects**

10. Any defects that become apparent during the journey must be reported via a Maintenance Service Request. Leaving notification until the following day may jeopardize the safety of the next booked trip.

### **Records**

11. A record of the driver, nature of journey and mileage must be entered for all journeys into the driving log. This must be entered by the driver on taking over the vehicle (signing for the vehicle) and when the journey is completed and the vehicle emptied.

### **Speed Limits**

12. The minibus speed limit is 60mph on de-restricted dual carriageways and 70mph on motorways.

### **Documentation**

13. The Bursary holds the vehicle documents, Accident/Incident book, list of authorised drivers, and training and retraining forms. The minibus operates under the Transport Act 1985 Section 19 Small Bus Permit. The permit is displayed on the front windscreen of the vehicle.

### **What to do in the event of breakdown or road traffic collision (RTC)**

14. In the event of a breakdown or RTC:
  - **In the case of an RTC, do not under any circumstances admit or assert liability, this is for the Police and Insurers to determine**
  - All drivers must be aware of how to use the vehicle Fire Extinguisher.
  - All drivers must be aware of RoSPA guidance on what to do in the event of breakdown and accident. Copies of the guidance are held by the Bursar's PA and an abridged version is on the Emergency Cue Card held in the minibus and people carrier.
  - Under no circumstances should students be left unsupervised. If the driver is injured and if (s)he is able to do so (s)he should endeavour to contact the school to arrange for a member of staff to go to the scene of the accident as soon as possible.
  - All contact with the media should be avoided, instead referring all queries to the School.

## **School visits**

The policies and procedures for School Visits are contained in a separate document.

# Security

## Overall Aims

1. The primary purpose of our policy for security is to provide a safe and secure environment in which our students can learn, our staff can work and our parents and visitors can come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

## Scope

2. The Security Policy covers the following areas:
  - a. Responsibilities
  - b. Security measures including
    - Access to the site
    - Access to buildings
    - CCTV
    - Alarms
    - Lighting
    - Communications
  - c. Control of visitors
  - d. Supervision
  - e. Night-time Security Procedures
3. This policy does not cover security of data – see separate Data Security Policy and Privacy notices.

## Responsibilities

4. The Governors have ultimate responsibility for security at the school and they delegate responsibility for ensuring that all security matters meet the necessary legal, regulatory and practical requirements to the Headmistress and Bursar. The Finance and General Purpose Committee approves the Security Policy and each term the Bursar reports any security issues to the committee. Any urgent issues will be reported to the Chairman of Governors by the Headmistress or Bursar.
5. The Bursar is responsible for managing and developing the school's security arrangements and for ensuring that security policies and procedures are being properly observed.
6. The school employs a Security Manager who lives on site and reports to the Estates Manager. The Security Manager has primary responsibility for day to day security matters. He will unlock all buildings each morning, oversee the delivery and collection of children, and ensure that all buildings are locked and alarms set each evening. He also has access to the School's CCTV system to monitor activity around the site.
7. The Estates Department are responsible for responding to daytime security matters when the Security Manager is off duty and for providing security cover at weekends and at any other time that the Security Manager is off site or off duty.
8. The Maintenance and Grounds staff provide additional security support as required.
9. The School Office staff are responsible for booking in visitors and receiving deliveries.
10. The Assistant to the Estates Manager is responsible for the issue and cancellation of security cards and for controlling the card access system settings.
11. All staff have a responsibility for security in respect of:
  - a. Supervision of students in accordance with their duties
  - b. Safeguarding their personal possessions
  - c. Safeguarding school property
  - d. Keeping external doors shut

- e. Following procedures for booking in visitors and contractors and escorting them on site
- f. Being alert to the presence of strangers, challenging where appropriate and reporting any concerns

## **Security Measures**

### **Access to the site**

12. The school is located on a 36 acre site in rural surroundings at the end of a narrow lane which provides the only vehicular access to the site. There are two entrances for vehicles: the Main Gate and the Boss Lane Gate.
13. The Main Gate is automated and will operate as follows during term time:
  - a. It will remain open from 0600 hours until 0900 hours each weekday morning when the Security Officer is on duty to enable efficient delivery of day students by their parents.
  - b. Likewise it will remain open from 1500 hours to 1830 hours each weekday afternoon.
  - c. At most other times in the week and at weekends it will operate on a “drive up” basis i.e. it will be closed but will open whenever a car drives up to it.
  - d. It will remain closed at night from 2300 hours until 0600 hours. Only people with valid access cards will be able to enter the school at night.
14. On weekdays during term time, the Boss Lane gate will remain open from 0630 hours to 0900 hours and from 1500 hours to 1830 hours. At all other times it will normally be closed and padlocked.
15. Alternative arrangements may be made by arrangement with the Bursar when there are evening or weekend events. Likewise, alternative arrangements may be made during holiday periods.
16. As regards pedestrian access, the school has a very long boundary which, while well fenced, will never deter a determined intruder. It has been agreed to add hedging on the fence line so that, over a period of years, the boundary effectively becomes impenetrable. In the meantime, other security measures have been implemented to help ensure the safety and security of people and property on site.

### **Access to buildings**

17. Access to nearly all buildings is controlled by the school’s card access security system on the IT network. Each student and member of staff will be issued with a unique card that defines which doors they can access, at what times and on what days. The cards can also operate the Main Gate. The issue and cancellation of cards is managed by the Assistant to the Estates Manager and is synchronised with the iSAMS database. Cards are worn on a lanyard round the neck – different colours for each house and grey for staff and Visiting Music Teachers (VMTs). The Safeguarding Team wear a maroon lanyard.
18. A number of additional cards will be issued to regular visitors such as parents assisting with the school production and regular contractors. These additional cards will only be issued to those for whom the school has received a valid DBS disclosure. All additional cards will be issued on red visitors’ lanyards.
19. Students are only allowed access to the school buildings from 0815 hours until 1630 hours. Staff have wider access rights. Decisions on access rights will be agreed by the Bursar and any special requirements (e.g. for evening or weekend events) must be requested via the Bursar’s PA.
20. All doors will be physically locked out of hours. This means that, with the exception of residents, staff cannot access school buildings before 0730 or after 1930 hours on weekdays and at all at weekends unless participating in a weekend event. If staff are organising evening or weekend events, then access arrangements must be clearly stated on the booking form. If staff wish to arrange weekend access, they must contact the Bursar’s PA by the previous Wednesday so that suitable arrangements can be made.

21. During school holidays all doors will be locked and intruder alarms set from 1700 hours in the evenings to 0800 hours in the mornings on weekdays and at all times during the weekends (unless there are school events taking place). It is therefore imperative that any staff requiring exceptional access to the school outside normal working hours (i.e. outside weekdays from 0800 to 1700 hours) make prior arrangements with the Security Manager (07500 081459), to arrange access to the school site and buildings.

### **CCTV**

22. The principal objective of CCTV is to act as a deterrent to anyone considering unauthorised access to the school. The secondary benefit is the ability to review an incident in the recent past. The school does not operate any regular real time monitoring. CCTV cameras have been installed at the Main Gate, the Boss Lane Gate, the Main Building Reception and at various other locations throughout the school site. There are notices at the gates to inform people that CCTV is in operation. Recordings are retained for a few days before being over-written. The school will not disclose any images to a third party except to law enforcement agencies. A limited number of staff have monitoring software installed on their computers.

### **Alarms**

23. Intruder alarms are fitted to protect a number of vulnerable areas. The alarms are linked to systems which send an automatic alert by telephone.

### **Lighting**

24. Good lighting provides additional security protection and the school has made significant improvements to lighting the main parts of the site. Further improvements will be implemented as necessary.

### **Communications**

25. Communication is a key aspect of effective security, especially in an emergency, and the following matters are relevant:
- All security, maintenance and grounds staff will be issued with mobile phones and carry them at all times when on duty
  - An emergency mobile phone will be carried by whichever member of the maintenance team is providing security cover at weekends
  - At the end of each day, the Security Manager (or whoever is providing cover in his absence) will check that all external doors are secure.

### **Visitors**

26. All visitors, including parents and contractors, are required to sign in at Reception where they will complete the Visitor's Register and be issued with a visitor's badge on a red lanyard. The visitors' badge includes health and safety instructions including responsibilities, illness, accidents, evacuation, no smoking, and permitted areas for access. The badge is to be worn while they are on the school site. They will also be given a Safeguarding Leaflet and asked to read it.
27. Visitors must wait in Reception until collected by the host member of staff. The host will be responsible for ensuring that the visitor is escorted while on site and signs out at the end of the visit, returning their badge.
28. Regular visitors such as Visiting Music Teachers (VMTs), parents assisting with the school production, members of the PPTA Committee and regular contractors may be issued with security cards (see above). These additional cards will only be issued to those for whom the school has received a valid DBS disclosure (see separate Safeguarding Policy) and they do not need to be escorted on site. VMTs will wear grey lanyards and do not need to sign in at Reception; all other additional card holders will be issued with red lanyards and must sign in at Reception.

### **Supervision**

29. Supervision of students by staff ensures not only sensible behaviour but also plays a role in the school's security arrangements.



30. Students are not allowed into classrooms before 0815 hours and their security cards will not permit access before this time. Any student arriving earlier than this can be delivered to the Dining Room where they will be supervised from 0800 hours.
31. Pre-Prep students are received at Woodlands and are escorted at all times throughout the day and may only be handed over to their parents or someone approved by their parents at the end of the day.
32. Prep students who are delivered to school by their parents are received by a member of the Prep Department staff at the entrance doors on Jubilee Way. Prep students are supervised during break and lunchtime and are handed over to their parents at the end of the day (or someone approved by their parents).
33. Students in the Senior School are not personally received into school nor formally handed over at the end of the day. Staff have patrol duties at break and lunchtime to keep an eye on students in the Senior School.
34. Any student (other than Sixth Form) who stays late after school must report to After School Prep in the Cottesloe Centre which is supervised and will be collected from there by their parents.
35. Students using the school coaches are registered onto the coaches at the end of the day by duty staff.

### **Night-Time Security Procedures**

36. The main reason for checking that the premises are secure at night is to ensure the security of buildings and contents against theft. The possibility of strangers entering a building undiscovered must be minimised both by securing possible entry points and by regular patrols.

### **Teachers' responsibilities**

37. After the last class of the day or, for instance, an activity in Landau Hall or the Cottesloe Centre, teachers are responsible for:
  - a. Shutting all windows securely.
  - b. Switching off all IT equipment.
  - c. Switching off any electric or gas heaters in classrooms.
  - d. Stacking chairs on desks in classrooms unless otherwise agreed with the Housekeeping Manager
  - e. Switching off all lights.

### **Access**

38. Access to all buildings within the school is controlled by the card access security system which is managed by the Assistant to the Estates Manager. Staff have designated access to the site and buildings according to whether or not they are resident and/or hold security and emergency response responsibilities.

If there are visitors or if students need access outside normal hours, such access must be requested to the Bursar's PA who will adjust the system access times.

### **Security Manager**

39. The Security Manager is on duty from 0630 hours to 0845 hours and from 1530 hours to 2200 hours, apart from 0700 hours Tuesdays to 0700 hours Thursdays. He is also on call overnight. During weekday daytime and at times when the Security Manager is off duty, security is provided by the Maintenance team. They can be contacted on the Weekend and Emergency Maintenance mobile phone when the Security Manager is off duty outside office hours.

## **Burglar Alarms**

40. Throughout the school holidays all doors will be locked and intruder alarms will be set from 1700 hours in the evenings to 0800 hours in the mornings on weekdays and at all times during the weekends (except when there are pre-planned school events taking place for which separate arrangements will be made to facilitate access).

Staff are discouraged to access the school site in the evenings and weekends generally, but if they do need access at these times in exceptional circumstances, then they need to make **PRIOR** arrangements with **REASONABLE** notice by contacting the Security Manager on 07500 081459 (if the Security Manager is off duty or on holiday, his phone will be diverted to another staff member on duty).

# Stress

## Introduction

1. Stress is defined as the adverse reaction that people have to excessive pressure. Pressure itself is not harmful, and many people thrive under some pressure. The school seeks to ensure that work at school does not cause or make any worse any existing stress by promoting a healthy work-life balance.

## Policy

2. The Senior Leadership Team will:
  - a. Look for pressures at work that could cause high and long-lasting levels of stress.
  - b. Assess who might be harmed by these.
  - c. Assess whether enough is being done to prevent that harm, and if necessary take appropriate action.
3. Any member of staff who feels under excessive pressure should seek help. Options include:
  - a. Speaking in confidence to their Head of Faculty/Department.
  - b. Speaking in confidence to a member of the Senior Leadership Team.
  - c. Speaking in confidence to the School Nurses.
  - d. Speaking privately to their own Medical Practitioner.
4. If appropriate the school will consider whether it is possible to modify roles or responsibilities, and whether it is able to provide independent occupational health counselling for a member of staff suffering from persistent symptoms of stress.
5. Assessment will also be carried out on request from an individual employee, when an employee has been absent on a stress related illness and where an individual job with a high level of stress has been identified.

# Swimming Pool

## Introduction

1. Normal Operating Procedures and Emergency Operating Procedures for both the Swimming Pool and the Fitness Suite are included in a separate document 'Rules for use of the Swimming Pool'. Prior to entering the Orchard Pool all Physical Education (PE) staff, other supervisors and lifeguards are to read, understand and comply with the instructions contained in the Rules.

## Summary of rules for swimmers

2. The key rules for all users of the Orchard Pool are as follows:
  - a) All jewellery should be removed.
  - b) No running on pool side.
  - c) No fighting, bullying, ducking, bombing, pushing or throwing other bathers in the pool.
  - d) No masks, flippers (fins) or snorkels to be used during any session.
  - e) No food or drink is to be taken into the Orchard Pool complex; snacks may be purchased from the vending machine.
  - f) No outdoor shoes are permitted on pool side.
  - g) No spectators are permitted on pool side unless the supervisor/lifeguard has been approached and has agreed.
  - h) Non-swimmers and weak swimmers must remain in the areas of the pool in which they can stand, unless under supervision.
  - i) No diving from the deep end diving blocks (except in competition/supervised training sessions).
  - j) All swimmers are to shower before entering the pool.
  - k) No lone or unsupervised swimming
3. If the supervisor's or lifeguard's whistle is blown, all activity is to cease and swimmers are to comply immediately with any instruction given by the lifeguard/supervisor.

# Traffic separation in the school

## Introduction

1. It is a requirement of Workplace Safety legislation that Pipers Corner School manages the site safely so that the risks to all persons on the site from vehicles and their usage is reduced to the minimum amount possible. This includes all staff, students, visitors and contractors. To this end there are both physical and advisory controls in place. This policy takes account of the guidance available in the Health and Safety Executive publications on Workplace Transport, HSG 136 and INDG 199. Also relevant is the HSE website discussion on separating pedestrians and vehicles.

## Policy

2. It is school policy that there shall be as much separation as possible of vehicle routes and pedestrians on the school site. The speed limit on site is 5 mph. The school layout does require students and staff to cross traffic routes in the normal course of their daily duties, particularly for access to the Sports Hall/Swimming Pool, the Chapel, and games pitches. There are some school doors opening directly on to pavements adjacent to traffic routes.
3. The school has two main points of entry/exit, the Main Gate and the Boss Lane Gate. The latter is normally only used at peak periods in the mornings and afternoons.

## Traffic separation in practice

4. Safe traffic separation is achieved as follows:
  - a. **Coaches:** There is a well-practised and understood routine for morning and evening coach arrivals and departures. The coaches are marshalled in and out by the Security Manager, who is particularly aware of coaches and private vehicles passing each other in opposite directions. Students exiting the coaches in the morning should use the zebra crossing by the Chapel to cross to the Main Building and beyond. In the evening students come straight from their places of work directly to the coaches, again using the Chapel zebra crossing. Staff supervise the evening embarkation, releasing the coaches when they are full but not before 1610hrs. The Security Officer supervises the departure, ensuring that there is safe passage for coaches and private vehicles.
  - b. **Parking:** Vehicles should only be parked in the designated spaces, and within the lines marked. There are sufficient parking spaces in the school to take private cars in addition to the marked billets around the school buildings. People leaving their parked cars should enter the school via Reception, taking care as they cross traffic routes to get there.
  - c. **Maintenance yard:** There should be no requirement for staff and students to cross this yard in the normal course of their activities, apart from those who work there. All staff should be aware of the dangers from delivery vehicles, especially those reversing in the area. Pre Prep students have a designated route from Pre-Prep along the edge of the Sports Hall.
  - d. **Deliveries:** Mail and couriers deliver to Reception. Delivery vehicles using the Main Gate should proceed with caution to the Chapel car park, and may turn either in Chapel car park or by the Catering entrance. Catering deliveries should reverse towards the Catering entrance. Deliveries for Maintenance and Grounds departments should turn left at the Dew Pond, and turn in the Maintenance yard.
  - e. **Lighting:** All traffic routes on the school grounds are well lit during darkness, as are the car parks.
  - f. **Signage:** All external signage throughout the school is designed for the safe and efficient movement of vehicles and personnel around the site. Signs should be obeyed, and not obscured.
  - g. **Traffic Routes:** The in and out routes are clearly defined. Commercial vehicles may not always be able to follow the normal conventions, but as a safety measure are fitted with reversing warning beepers. Other vehicles are not, including some courier vehicles, so all staff and students must be aware of the dangers involved from reversing vehicles.

# Water - control of supply and legionella policy

## Introduction

1. The delivery of a safe water supply into the School is of paramount importance. This section sets out the School's policy for minimising the risks for the use of water.

## Regulations

2. It is important that the School complies with the appropriate legislation in this area:
3. ISSR paragraph 28 requires the School to supply wholesome water at the appropriate temperature.
4. The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) require employers to undertake risk assessments and adopt appropriate precautions to minimise the risks from hazardous micro-organisms, including Legionella, and chemicals such as biocides and chlorine used in their control. Documentation germane to water safety is held in the Maintenance Manager's office.
5. The Control of Legionella bacteria in water systems – L8 (HSE) is the Approved Code of Practice. Guidance for mitigating the legionella risk is set out in the three parts of HSE HSG 274 which is published by the HSE. These documents are readily available on-line.

## Water Supply – General

6. The Statutory Undertaker or Utility Company is responsible for the safe delivery of potable water but once on site, it is the School's responsibility maintain it in a safe condition.

## Water Supply – Infrastructure

7. The School has to provide appropriate numbers of toilets, sinks, baths and showers to meet the regulations set out in the Education (School Premises) Regulations 1999. This infrastructure is to have an adequate supply of cold and hot water and to be cleaned on a daily basis.

## Control measure

The principal means of mitigating Legionella at the School is through temperature. Hot water must be stored at a temperature  $\geq 60^{\circ}\text{C}$  and be supplied to outlets at  $\geq 50^{\circ}\text{C}$  within one minute of running the outlet. Cold water must be stored at a temperature of  $\leq 20^{\circ}\text{C}$  and be supplied to outlets at  $\leq 20^{\circ}\text{C}$  within two minutes of running the outlet. Temperatures between  $20^{\circ}\text{C}$  and  $50^{\circ}\text{C}$  are ideal for bacteria to thrive. Temperatures are checked annually or monthly, depending on whether or not they are classed in the Water Risk Assessment as sentinel points.

## Scalding risk

8. To mitigate the risk of scalding, some hot water supplies to sinks, baths and showers will be limited so as not to exceed  $43^{\circ}\text{C}$ . Outlets are checked annually by the Maintenance Department, or its contractor, to ensure compliance.

## Drinking Water

9. The School provides a number of drinking fountains around the School premises. These are to be cleaned daily with deep cleaning prior to every term. All sources of portable water are to have an initial test to ensure they are safe to drink, with further tests if there are changes to the system that might affect outputs. Water taps which are drinking water are marked as such.

## **Control of Legionella Bacteria**

10. Legionnaires disease is a potentially fatal pneumonia caused by Legionella bacteria. It is the most well-known and serious form of a group of diseases known as Legionellosis. The infection is contracted by inhaling contaminated water droplets. Legionella bacteria are common in natural waters such as rivers, lakes and reservoirs. However it can colonise in man-made water systems and appear in cooling-tower systems, hot and cold plumbing systems, and other plant which use or store water. The presence of sludge, sediment, scale and other material within a system, together with biofilms (thin layers of micro-organisms that can form slime on the surfaces of the plant in contact with water), provide favourable conditions for the bacteria to proliferate.
11. Within the School legionella may colonise water storage tanks, calorifiers, pipe work and water softeners, filters and taps, showers, decorative fountains and other appliances where the right conditions for growth occur, e.g. dishwashers.
12. Growth and transmission may be prevented by:
  - a. avoiding water temperatures between 20°C and 45°C,
  - b. avoiding water stagnation,
  - c. avoiding the use of material in the system that provide the conditions for bacterial growth,
  - d. keeping the system clear of sediments, etc.,
  - e. proper and appropriate water treatment, and
  - f. ensuring that the system is properly maintained and in optimum working condition.

## **Legionella Risk Assessments**

13. Risk assessments are undertaken and regularly updated on systems that are believed to be susceptible to colonisation by Legionella and may cause its “distribution”. The risk assessments include:
  - a. the potential for droplet formation.
  - b. water temperatures.
  - c. the likely risk to those who inhale water droplets.
  - d. means of preventing or controlling risk.

## **Routine Inspection and Maintenance**

14. The School system is to be routinely checked and inspected, and should be well maintained. The frequency of inspection and maintenance will depend on the system and the risk identified in the specific risk assessment. For Pipers Corner the following checks are made:
  - a. water temperatures in calorifiers (monthly).
  - b. Weekly flushing of infrequently used outlets or deadlegs
  - c. Weekly flushing of outlets during School holidays
  - d. Hot water temperatures at taps after one minute running (all annually, sentinel points monthly).
  - e. Cold water temperatures at taps after two minute running (all annually, sentinel points monthly).
  - f. conditions of tanks, for the presence of organic materials, vermin etc. (six-monthly).
  - g. conditions in calorifiers for organic materials and any build-up of scale (annually).
  - h. condition of accessible pipe work and insulation (annually).
  - i. condition of any on-line water treatment system (in accordance with the manufacturer’s instructions).
  - j. incoming water temperature is below 20°C (six-monthly).

## **Records**

15. These will be kept by the Estates Department. They are to include:
  - a. simple descriptions and plans of the whole system, identifying key plant in each building.
  - b. details of any risk assessment. These are kept in the Estates Manager’s office, but may be amended by the Bursar as required.
  - c. the implementation procedures for controlling risk following risk assessment.
  - d. inspection procedures for each system.

- e. actions, including cleaning, disinfection, inspection, treatment and temperature recording for each system in the school.
- f. No records are required for separate dwelling houses on site.



# **Welfare**

## **Introduction**

Student welfare is of fundamental importance and this is re-emphasised in paragraph 16 in Part 3 of ISSR. Clearly, many aspects of children's welfare are covered in this Health and Safety Manual and in other related policies and procedures such as the First Aid Policy and School Visits Policy. However, welfare of students extends beyond such health, safety and security matters to encompass the wider aspects such as safeguarding, the prevention of bullying, supervision of students and similar areas.

## **Risk assessment**

Paragraph 16 of ISSR requires the school to risk assess welfare matters. The policies covering the additional welfare areas mentioned above have been drawn up with specific regard to the hazards that students might be exposed to and control measures are defined in detail in these policies to a level where the school is satisfied that, in risk assessment terminology, any residual risk is acceptable.

# Working at height

## Introduction

1. It is recognised that there are hazards associated with working at heights, e.g. using ladders and tower scaffolds and working on raised platforms, such as the back of a lorry, mobile elevated working platforms, a roof or a mezzanine floor. On average 60 people die and 4000 are seriously injured each year as a result of falls from height whilst they are at work (the most common cause of death at work). However there are still risks to teachers in the everyday course of their activities, and more particularly in certain departments, such as Art and Drama.
2. Working at height applies if you:
  - are working above ground/ floor level
  - could fall from an edge, through an opening or fragile surface or
  - could fall from ground level into an opening in a floor or a hole in the ground

## Regulations

3. Working at Height is covered by specific legislation (the Work at Height Regulations 2005) and detailed guidance on the regulations is available from the HSE website. The website also provides framework risk assessments for working at height which should be used before commencing any work at height.
4. The regulations apply to all work at height, regardless of duration, where there is a risk that a fall could cause injury. Examples include:
  - a. Standing on a step up to reach books or teaching materials
  - b. Using a ladder/step ladder or kick stool for putting up displays, window cleaning or maintenance tasks (e.g. changing a light bulb),
  - c. Painting, pasting or erecting displays at height,
  - d. Work on staging or trestles, for example at a concert,
  - e. Working on a scaffold or from a mobile elevated work platform,
  - f. Working on roofs or mezzanine floors,
  - g. Arboriculture and forestry work performed in trees,
  - h. Using cradles or ropes to gain access to parts of a building,
  - i. Climbing permanent structures, such as gantries, and
  - j. Working close to an excavation area or a cellar opening, where someone could fall into it and injure themselves or others.
5. Regulations came into force in April 2007 to bring those paid to lead and train climbing and caving activities in the adventure activity sector within scope of the Work at Height Regulations 2005.
6. The School's Maintenance and Grounds Departments undertake most work at height and the staff have received specific training to do so. The Bursar is responsible for ensuring that precautions that are reasonably practicable are in place to prevent anyone falling – be they his own staff or contractors on site working at height.
7. The Regulations also impose duties on the individuals who work at heights. They must:
  - a. Follow proper procedures,
  - b. Adhere to training,
  - c. Use equipment and safety devices in accordance with instructions,
  - d. Be aware of others,
  - e. Report any defects or safety hazards that could cause harm, e.g. in the work itself, the equipment provided, and the training or instructions given;
  - f. Ensure employers are notified of any medical conditions which may affect their ability to work at height safely;

## General Advice

8. Prior to any action:
  - a. Consider whether there are safer ways of doing the job from ground level.
  - b. Don't start work at height until you have properly planned how you are going to do it and you have assessed and controlled the risks involved;
  - c. Ensure you have fully considered all the ways in which people could be at risk – not just you, but someone who could be harmed by you dropping something from height, or you falling;
  - d. Don't underestimate the risks involved. Simply 'taking care' is not enough - proper precautions must be in place;
  - e. Decide what equipment is required for the job - wherever possible use equipment that prevents a fall, e.g. podium steps, tower scaffolds or cherry pickers.
  - f. Ensure all precautions are in place to prevent a fall - for some jobs it may be appropriate to use fall arrest equipment;
  - g. If you haven't got the appropriate equipment then get it - don't take a chance;

## Specific Advice for Teachers and School Support Staff

9. All staff are required to complete the on-line Slips, Trips and Falls training module which covers working at height.
10. When undertaking activities:
  - a. Avoid or minimise work at height where possible, e.g. use lightly weighted strings to pull display items up over beams, prepare displays as far as possible before putting them up.
  - b. Always use suitable equipment for working at height, e.g. 'kick-step' type stools, properly designed and maintained low steps, poles for opening high windows etc. If you still can't reach without over-stretching, ask for help.
  - c. Always think of your personal safety and assess the risk from what you propose to do.
  - d. Remember that school furniture was not designed for you to stand on.
  - e. Be aware of obstructions at all times.
  - f. Wear suitable footwear.
  - g. Report poor maintenance, such as damaged window mechanisms, which could create hazards.
  - h. Be aware of slippery surfaces, particularly stairs.
  - i. Reduce accidents on stairs by encouraging people not to run or push.
  - j. **Never stand on a table or a chair to work at height.**
  - k. **Do not leave ladders, roof access or scaffolds accessible when unsupervised.**
  - l. Ensure students are constantly supervised if they are 'at height'.

## Specific Advice relating to Construction projects

Ensure work is planned

Use the safest appropriate means of access, following this hierarchy

1. Fixed scaffolding
2. Tower scaffold
3. Mobile Elevated Working Platform (MEWP)
4. Ladders
5. Steps

All staff are required to complete the on-line Slips, Trips and Falls training module which covers working at height.

Roof maintenance

Where fitted, fall arrest systems must be maintained and staff suitably trained.

Ensure contractors are briefed and supervised